

OTR 77-7384
17 MAY 1977

MEMORANDUM FOR: Director of Logistics

ATTENTION: Chief, Real Estate and Construction
Division/OL

FROM: Harry E. Fitzwater
Director of Training

SUBJECT: Request for Contracting Authority -
Renovation of [REDACTED] 25X1A
[REDACTED] 25X1A

1. This memorandum is for your approval as contained in paragraph 4.

25X1A

2. The [REDACTED] is planning to 25X1A
renovate the east wing of [REDACTED] for the purpose of 25X1A
utilizing the area as a conference room in conjunction with
the [REDACTED] and in support of other
activities. [REDACTED] had estimated the cost of the work at 25X1A
\$8,000. The project was formally advertised and three bids
for the work were received. The lowest bid received, however,
was \$10,750 which exceeds the limitation for which [REDACTED] can 25X1A
award a contract.

25X1A

3. The Chief, Field Engineering Branch, Real Estate and
Construction Division, was contacted, and he advised that the
[REDACTED] must request contracting authority but need not again
advertise for bids. At his request, a copy of the plans and
specifications, upon which the three bids were based, is
attached to this memorandum.

25X1A

4. [REDACTED] requests delegation of contracting authority
to execute and administer a contract in the amount of \$10,750

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CL BY 011361

CONFIDENTIAL

SUBJECT: Request for Contracting Authority -
Renovation of [REDACTED]
[REDACTED]

25X1A

25X1A

for this project. Funds in this amount have been made available for performing this type of work.

[REDACTED]

25X1A

Harry E. Fitzwater

Attachment

APPROVED: See covering memo dtd 20 May 1977
Director of Logistics

DISAPPROVED: _____
Director of Logistics

DATE: _____

Distribution:
Orig - Return to DTR, w/o att
✓ 2 - D/L, w/1 cy att